

**APPENDIX F. AN OUTLINE FOR DEVELOPING A LOCAL TRANSIT  
SYSTEM EMERGENCY MANAGEMENT PLAN OR LOCAL  
EMERGENCY PLAN TRANSPORTATION ANNEX**

Outlines for a transit agency emergency plan and for a local emergency plan Annex are presented, with guidelines (in italics) given for completing the sections according to the specific conditions, responsibilities, and activities of the transit agency and the community.

# Transit Agency Emergency Plan

## I. AUTHORITY

*[Some of the federal and state legislation governing emergency response is listed below. Additional legislation may be cited by the city/county emergency plan, as well as local legislation.]*

### A. Federal

1. Federal Civil Defense Act of 1950, PL 81-920 as amended.
2. The Disaster Relief Act of 1974, PL 93-288 as amended.
3. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707.

### B. State

1. The Texas Disaster Act of 1975, 64<sup>th</sup> Legislature, Article 6889-7, Vernon's Texas Civil Statutes, as amended.
2. Executive Order of the Governor GWB 95-1a.
3. Attorney General Opinion MW-140.
4. State of Texas Emergency Management Plan.

### *[C. Local]*

*[1.]*

*[2.]*

## II. PURPOSE

The purpose of this plan is to outline the procedures for responding to emergencies that affect this transit agency and its customers, and to outline services and activities that the agency will perform for community residents and other local agencies during any disaster.

## III. SITUATION AND ASSUMPTIONS

### A. Situation

1. *[Name of transit agency]* may encounter situations which threaten transit operations and/or the safety of transit customers, employees, and the general public. Established policies and procedures for responding to emergency situations will help to minimize their effects and to maintain safe, efficient transportation service to the community.
2. *[City or county]* is subject to a number of disaster circumstances that could occur locally and would create a need for *[Summarize the community needs related to transportation or other transit agency services that could arise locally in the event of an emergency.]*
3. *[Any additional information concerning potential local emergency needs.]*

## **B. Assumptions**

1. *[Summarize relevant information about the local area and residents, and any expected conditions that might affect emergency response activities.]*

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

*[Summarize the local plan annex(es) that the transit agency will support in a large-scale emergency, and/or the support that will be provided to other local agencies for smaller-scale emergencies. Also specify, if applicable, conditions that will stop transit-related emergency operation due to unacceptable hazard.]*

### **B. Phases of Management**

*[Briefly outline the activities that will be performed by the transit agency during each of the four phases of emergency management.]*

1. Mitigation
2. Preparedness
3. Response
4. Recovery

## **V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

*[Specify the person or persons who maintain the overall responsibilities for carrying out the transit agency's emergency plan, and the persons who will help to coordinate emergency response activities.]*

### **B. Task Assignments**

*[List key personnel or departments and the tasks each will perform/supervise.]*

1. *[Lead person/department]*
  - a. *[task]*
  - b. *[task]*
2. *[Person/department]*
  - a. *[task]*
  - b. *[task]*
3. *[Person/department]*

## **VI. DIRECTION AND CONTROL**

In a large-scale emergency/disaster, the *[transit agency director/general manager]* will coordinate transit activities and services with *[local emergency management director or leader of a local plan annex (e.g., the city traffic engineer for Annex S - Transportation)]*

## **VII. INCREASED READINESS ACTIONS**

*[For each level of increased readiness, with Condition 4 being the lowest/earliest level and Condition 1 indicating imminent disaster conditions, specify the tasks that will be performed by each department within the transit agency, e.g., dispatch, maintenance, operations.]*

### **A. Condition 4**

1. *[task]*
2. *[task]*
3. *[task]*

### **B. Condition 3**

1. *[task]*

### **C. Condition 2**

1. *[task]*

### **D. Condition 1**

1. *[task]*

## **VIII. CONTINUITY OF GOVERNMENT**

### **A. Lines of Succession**

*[Specify lines of succession of authority/responsibility for the transit agency.]*

### **B. Records Management**

*[Specify the means by which vital records will be protected during disasters: places of storage, procedures for protection and maintenance.]*

## **IX. ADMINISTRATION AND SUPPORT**

### **A. Communications**

*[Specify the means of notifying and communicating with key personnel during an emergency.]*

### **B. Reports and Records**

*[Specify the records that will be maintained on emergency activities and resources.]*

### **C. Support**

Appropriate private sector agreements along with mutual aid agreements with neighboring jurisdictions will be invoked as required. Implementation of agreements will be coordinated *[“through the EOC” if activated for a large-scale emergency; specify otherwise if applicable.]* Requests for state or federal assistance will be made to the District Disaster Committee in *[applicable city or county]*. All requests will be made by the *[mayor or county judge]* or by other authorized officials.

### **D. *[Other administrative information and needs]***

## **X. PLAN DEVELOPMENT AND MAINTENANCE**

### **A. Review and Changes**

*[Specify the person in charge of the development and maintenance of this plan, the schedule or frequency of reviews and updates, and possible reasons for updates or revisions to the plan. Updates are recommended every six months, scheduled to precede hurricane season or other severe weather seasons, if applicable.]*

### **B. Distribution**

*[Specify the personnel who will receive a copy of this plan.]*

### **C. Readiness**

*[Specify the education, training, and evaluation procedures that will be conducted to maintain plan readiness.]*

## **XI. [OTHER SECTIONS AS NEEDED]**

## **APPENDICES/ATTACHMENTS**

- Transportation/equipment/facility resource lists
- Interorganizational agreements
- Communication networks/telephone and radio contacts
- Emergency procedures and policies, both general and hazard-specific

## **Annex [S]** **[Transportation]**

### **I. AUTHORITY**

*[Some of the federal and state legislation governing emergency response is listed below. Additional legislation may be cited by the city/county emergency plan, as well as local legislation. Instead of listing these citations in the annex, this section may read “Refer to Basic Plan.”]*

#### **A. Federal**

1. Federal Civil Defense Act of 1950, PL 81-920 as amended.
2. The Disaster Relief Act of 1974, PL 93-288 as amended.
3. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707.

#### **B. State**

1. The Texas Disaster Act of 1975, 64<sup>th</sup> Legislature, Article 6889-7, Vernon’s Texas Civil Statutes, as amended.
2. Executive Order of the Governor GWB 95-1a.
3. Attorney General Opinion MW-140.
4. State of Texas Emergency Management Plan.

#### **[C. Local]**

- [1.]*
- [2.]*

### **II. PURPOSE**

The purpose of this annex is to outline the requirements and responsibilities for *[functions covered by this annex, e.g., “emergency transportation of people, supplies, and materials”]* during any disaster.

### **III. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. *[City or county] is subject to a number of disaster circumstances that could occur locally and would create a need for [Summarize the community needs covered by this annex that could arise locally in the event of an emergency.]*
2. *[Any additional information concerning potential local emergency needs.]*

#### **B. Assumptions**

1. *[Summarize relevant information about the local area and residents, and any expected conditions that might affect emergency response activities.]*

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

*[Summarize the overall activities that will be required to fulfill the needs identified in Section III. Also specify, if applicable, conditions that will stop transportation-related emergency operations due to unacceptable hazard.]*

### **B. Phases of Management**

*[Briefly outline the activities that will be performed under this annex during each of the four phases of emergency management.]*

1. Mitigation
2. Preparedness
3. Response
4. Recovery

## **V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

*[Specify the person or persons who maintain the overall responsibilities for carrying out the function covered in this annex, and the persons who will help to coordinate the activities of this function.]*

### **B. Task Assignments**

*[List key personnel and the tasks each will perform/supervise.]*

1. *[Emergency Management Director]*
  - a. *[task]*
  - b. *[task]*
2. *[Person/department]*
  - a. *[task]*
  - b. *[task]*
3. *[Person/department]*

## **VI. DIRECTION AND CONTROL**

The Emergency Management Director(s) will provide overall direction and control to the *[person or persons responsible for this annex]* who will be responsible for coordinating *[activities and resources under this annex]*.

## **VII. INCREASED READINESS ACTIONS**

*[For each level of increased readiness, with Condition 4 being the lowest/earliest level and Condition 1 indicating imminent disaster conditions, specify the tasks that will be performed under this annex.]*

### **A. Condition 4**

1. *[task]*
2. *[task]*
3. *[task]*

### **B. Condition 3**

1. *[task]*

### **C. Condition 2**

1. *[task]*

### **D. Condition 1**

1. *[task]*

## **VIII. CONTINUITY OF GOVERNMENT**

### **A. Lines of Succession**

*[Specify lines of succession of authority/responsibility for the annex.]*

### **B. Records Management**

*[Specify the means by which vital records will be protected during disasters: places of storage, procedures for protection and maintenance.]*



## **IX. ADMINISTRATION AND SUPPORT**

### **A. Communications**

### **B. Reports and Records**

*[Specify the records that will be maintained on emergency activities and resources.]*

### **C. Support**

Appropriate private sector agreements along with mutual aid agreements with neighboring jurisdictions will be invoked as required. Implementation of agreements will be coordinated *[“through the EOC” if activated for a large-scale emergency; specify otherwise if applicable.]* Requests for state or federal assistance will be made to the District Disaster Committee in *[applicable city or county]*. All requests will be made by the *[Mayor or County Judge]* or by other authorized officials.

## **X. ANNEX DEVELOPMENT AND MAINTENANCE**

### **A. Review and Changes**

*[Specify the person in charge of the development and maintenance of this annex, the schedule or frequency of reviews and updates to the annex, and possible reasons for updates or revisions to the plan. Updates are recommended every six months, scheduled to precede hurricane season or other severe weather seasons, if applicable.]*

### **B. Distribution**

*[Specify the personnel who will receive a copy of this annex.]*

### **C. Readiness**

*[Specify the education, training, and evaluation procedures that will be conducted to maintain plan readiness.]*

## **XI. [OTHER SECTIONS AS NEEDED]**

## **APPENDICES/ATTACHMENTS**

- Transportation/equipment/facility resource lists
- Interorganizational agreements
- Communication networks/telephone and radio contacts
- Transit agency emergency plan